



United States Bankruptcy Court
District of Delaware
824 Market Street
Wilmington, DE 19801
www.deb.uscourts.gov

Career Opportunity
Vacancy Announcement #10-05

Position: Human Resources Specialist (Permanent/Full-Time)

Salary Range: CL-27 (\$48,997 - \$79,615)*

Opening Date: April 28, 2010

Closing Date: Open until filled. Preference given to applications received by May 11, 2010 (by 4:00 pm).

Position Overview

The United States Bankruptcy Court for the District of Delaware is seeking Human Resources Specialist. The Human Resources Specialist performs the day-to-day administration of a full range of human resources management services to the court.

Representative Duties

- ❖ Formulates, implements, and administers human resources policies, procedures, and standards.
- ❖ Creates and maintains fair employment policies and practices and may serve as an employment dispute resolution coordinator.
- ❖ Provides advice on organizational structures and classification standards.
- ❖ Advises judges, executives, senior manager, and court staff on human resources matters, procedures and practices.
- ❖ Manages position classification standards under the Court Personnel System and the Judiciary Salary Plan. Develops and updates position descriptions.
- ❖ Administers the performance management system.
- ❖ Processes personnel and payroll actions such as appointments, separations and promotions.
- ❖ Distributes and presents benefits information and assists employees with processing changes.
- ❖ Facilitates all aspects of the recruitment process.
- ❖ Coordinates and participates in New Employee Orientation; coordinates fingerprinting and background checks for employees; prepares Identification Cards.
- ❖ Performs duties related to payroll, workers compensation, records maintenance, etc.

**depending upon experience and qualifications.*

Required Experience

A minimum of two years specialized and progressively responsible experience in at least one, but preferably two or more functional areas of human resources management and administration (e.g. classification, recruitment and staffing, training and development, employee relations, performance management, payroll and benefits administration) that provided knowledge of human resources administration rules and regulations. At least one year equivalent work at the CL-25.

Educational substitution for experience may apply for graduate study or a bachelor's degree in human resources management from an accredited college or university with demonstrated superior academic achievement.

A bachelor's degree in human resources management, business or related field is preferred. Other preferred qualifications include prior federal court experience; experience with the Human Resources Management Information System (HRMIS); and familiarity with federal benefits programs.

Conditions of Employment

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the United States, who is eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

Benefits

- 10 paid federal holidays per year
- 13 days paid vacation per year for first 3 years; 20 days after 3 years; 26 days after 15 years
- 13 days paid sick leave per year
- Choice of employer-subsidized federal health and life insurance plans
- Optional enrollment in Long Term Care Insurance
- Federal Employees Retirement System
- Optional enrollment in employer-matching Thrift Savings Plan (similar to a 401K plan)
- Optional enrollment in pre-tax Flexible Spending Accounts (for health care, dependent care, and commuter costs)

Application Procedure

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number and a resume detailing qualifications and experience via e-mail to DEB_HRspecialist@deb.uscourts.gov. To be considered, all applications must be received by 4:00 pm on the stated closing date.

Applicants without access to e-mail may apply via mail to the following address. Envelopes must be marked: "Personal and Confidential."

Human Resources
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District of Delaware
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Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered.

The United States Courts is an Equal Opportunity Employer.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.